Research plan ﻿

# Title

# Abstract

# Background

# Aims and objectives

## Aims

## Objectives

# Hypothesis

# Literature review

# Research design and methods

## Overall approach to the research

## Choice of research method, technique, and tools

## Scope and boundaries

## Sampling

## Research data management

# Ethical issues

# Project timetable

# Deliverables: outputs and outcomes

## Outputs

## Outcomes

# Risk assessment

|  |  |  |  |
| --- | --- | --- | --- |
| Risk | Probability | Impact | Management strategy |
|  |  |  |  |

# Resources and costs

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|  |  |  |
| --- | --- | --- |
| Category | Cost | Estimated cost ($) |
| Staff costs  (*sometimes included as ‘direct’ costs e.g. salaries or hourly wages*) |  |  |
| Overhead costs  (*or ‘indirect’ costs, including staff benefits, facilities and administrative costs. These are often calculated as a percentage of direct costs*) |  |  |
| Consultancy or professional fees  (*e.g. for transcription, training, leading focus groups*) |  |  |
| Equipment  (*including purchase and hire of specialist equipment*) |  |  |
| Hardware and software  (*e.g. for data analysis*) |  |  |
| Materials  (*e.g. printing costs and other consumables*) |  |  |
| Travel and expenses  (*e.g. to attend project meetings, interview participants, present at conferences, visit other libraries*) |  |  |
| Publication costs  (*e.g. to self-publish a project report or to cover ‘author pays’ charges to a commercial publisher*) |  |  |
| Marketing and promotion costs (e.g. to attract participants, provide incentives to encourage participation, disseminate findings) |  |  |

# Project evaluation

# References

# Appendices